3) Click in the cell in the opposite corner of the range of cells.

> ℹ️ **Tip**
>
> Make sure to change back to Standard selection mode or you may find yourself extending a cell selection unintentionally.

To select a range of cells without using the mouse:

1) Select the cell that will be one of the corners in the range of cells.
2) While holding down the *Shift* key, use the cursor arrows to select the rest of the range.

To select a range of cells using the Name Box:

1) Click in the Name Box on the Formula Bar (Figure 4 on page 18).
2) Enter the cell reference for the upper left-hand cell, followed by a colon (:), and then the lower right-hand cell reference, then press the *Enter* key. For example, to select the range that would go from A3 to C6, enter A3:C6.

Range of non-contiguous cells

To select a range of non-contiguous cells using the mouse:

1) Select the first cell or range of cells using one of the methods above.
2) Move the mouse pointer to the start of the next range or single cell.
3) Hold down the *Ctrl* key and click or click-and-drag to select another range of cells to add to the first range.
4) Repeat as necessary.

To select a range of cells using Adding selection mode:

1) Right-click in the Selection mode field on the Status Bar (Figure 5 on page 19) and select **Adding selection**.
2) Click or click-and-drag to select ranges of cells to add to the selection.

Selecting columns and rows

Single column or row

To select a single column, click on the column header (Figure 3 on page 17). To select a single row, click on the row header.

Multiple columns or rows

To select multiple columns or rows that are contiguous:

1) Click on the first column or row in the group.
2) Hold down the *Shift* key.
3) Click the last column or row in the group.

To select multiple columns or rows that are not contiguous:

1) Click on the first column or row in the group.
2) Hold down the *Ctrl* key.
3) Click on all of the subsequent columns or rows while holding down the *Ctrl* key.